

***Submitting group progress notes in Avatar is a two-step process:***

- 1. First, submit a Group Default Note to generate a set of identical "scratch notes" -- one for each client who attended your group.***
- 2. Next, individualize and finalize each scratch note for your group.***

***The group progress notes form is divided into two sections, allowing you to complete both steps on a single form:***

**START: Group Default Note**

*In this section, you can submit a Group Default Note for your group.*

**FINISH: Group Service Progress Note**

*In this section, you can individualize the scratch notes generated by Avatar when you submitted the Group Default Note or finalize any group notes you have previously saved in DRAFT status.*